

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Deputy Chief Administrative Officer
- |                       |                |
|-----------------------|----------------|
| <u>Revision Date:</u> | 09/2019        |
| <u>EEO Category:</u>  | Exempt         |
| <u>Status:</u>        | Exempt (Admin) |
| <u>Control No:</u>    | 20110          |

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general direction of the Chief Administrative Officer (CAO) performing a variety of professional and administrative functions. Represents the City in various situations and maintains relationships with persons inside and outside the City.

III. Essential Duties:

- Assists the CAO in handling complex problems regarding City services. Coordinates the operations of assigned city departments in accomplishing global city objectives and policies. Advises Department/ Division Heads regarding establishment of goals and future plans for their departments. Represents the interest of the city before federal, state, and county agencies as well as community organizations.
- Assists the CAO in developing and implementing programs to determine citizen needs, effectiveness of City programs or services; assist in design and implementation of citizen participation programs; receives, resolves or refers complaints. Supervise, direct and evaluate other city employees at the request of the CAO. Assist in hiring, training, disciplining and motivating employee(s) supervised.
- Coordinates preparation of reports to the Mayor and CAO including recommendations concerning various municipal problems and their solutions through appropriate policy development. Assists in monitoring and development of the city-wide budget.
- As directed, prepares the annual budgets for the Mayor, CAO, and the Non-Departmental sections. Monitors these budgets during the budget year and approves expenditures.
- Approves certain purchase orders, credit card receipts, and Council disclosure forms-as delegated by the CAO.
- Prepares for and gives oral presentations to the Cabinet, City Council, and public.
- Reviews policies and procedures established by the departments of Sandy City to ascertain their interface with policy development of the mayor. Recommends changes in City departmental policies where appropriate.
- Helps develop policies and procedures designed to facilitate the effective and efficient conduct of governmental business.
- Works with department heads and staff in planning, organizing, directing, and following through on programs designed to improve operations.
- Assists in the planning of management tools relating to budget, capital improvements, and grants.
- Attends various meetings such as council meetings, board meetings, and community meetings.
- Meets with various citizens, vendors, attorneys and other professionals and coordinates with various departments to resolve municipal problems and complaints.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

**Education & Experience:** Requires (1) a master's degree in public administration, business management, accounting or related field and five years of directly related work experience in government management with progressively increasing responsibilities; or (2) a bachelor's degree in public administration, business management, accounting or related field and seven years of directly related work experience in government

management with progressively increasing responsibilities.

A prospective candidate lacking the full experience requirement may be hired into an interim position for not more than one year in order to get the requisite years of experience.

**Certificates/Licenses:** A valid Utah Driver's License is required for travel to meetings and conferences.

**Probationary Period:** Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Principles of management, planning, budgeting, accounting, governmental finance and personnel principles and practices.

**Responsibility for:** Working with departments on studies, audits and projects to enhance City performance. Great responsibility for the care, condition and use of materials and making decisions that affect the activities of people.

**Communication Skills:** Communicate effectively verbally and in writing; maintain contacts with departments, furnishing and obtaining information requiring tact and judgment to avoid friction; frequent contacts with executives on matters requiring explanations and discussions; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank requiring tact and judgment to deal with and influence people; requires a well developed sense of timing and strategy; constant contact with elected officials and leaders of other organizations.

**Tool, Machine, Equipment Operation:** Requires regular use of office equipment, including a personal computer, printer, copier and telephone system. Requires frequent use of a personal or city vehicle.

**Analytical Ability:** Organize, establish, and delegate meaningful goals; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations; balance multiple conflicting priorities and make decisions that are subject to criticism and interpersonal conflict.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls and frequently communicates with others. Moderate physical exertion is present due walking, stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_